



# POSITION ANNOUNCEMENT

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State Superintendent of Schools

Office of Human Resources · 200 West Baltimore Street · Baltimore, MD 21201 · 410-767-0019 · 410-333-3045 TTY/TDD

## **DIVISION OF LIBRARY DEVELOPMENT AND SERVICES**

October 14, 2016

### **LIBRARY FOR THE BLIND AND PHYSICALLY HANDICAPPED**

**POSITION TITLE:** Staff Specialist III – LBPH Librarians: (3 positions)  
Youth Services, Collection Development & Outreach Services

**POSITION NUMBER:** 224839, 039743, 224840 (Jobaps # 16-005298-0008)

**SALARY:** State Salary Grade 18  
Annual Salary Range: \$49,899 - \$72,777

**LOCATION:** 415 Park Avenue  
Baltimore, Maryland 21201

**NATURE OF WORK:** These are three new separate professional Librarian positions for the Library for the Blind and Physically Handicapped (LBPH) one responsible for providing leadership and technical assistance to public libraries in the provision of services to print disabled youth and family literacy programs, one responsible for both the assessment and maintenance of the Maryland State LBPH collection, and the other for the collection of library statistics and other data to identify community library needs.

**DUTIES AND RESPONSIBILITIES:** Youth Librarian: manages and coordinates statewide provision of LBPH services and specialized programs for Maryland residents with print disabilities who are between the ages of birth to 21 years of age; provides reader's advisory, reference and program services; plans and implements a summer reading program; produces a semi-annual newsletter; and manages the library collection dedicated to youth. Collection Development Librarian: manages and coordinates the library collection and collection maintenance activities; maintains data on overall use of the library collection; provides leadership for collection assessment and planning for long-term collection space; provides research, reference, and reader's advisory to patrons, and supervises the selection and production phases of the LBPH recording studio. Outreach Librarian: manages and coordinates outreach activities to promote statewide provision of services for Maryland residents with print disabilities; initiates, plans, and conducts programs and activities to encourage the use of library services; prepares community analysis and conducts surveys to determine future and current programming needs, and curates web pages and social media.

**MINIMUM QUALIFICATIONS:** **EDUCATION:** Master's Degree in Library Information Science or Library Media from a college or university accredited by the American Library Association.  
**EXPERIENCE:** Three (3) years of professional library experience is required; supervisory experience serving individuals with disabilities and/or managing library projects is preferred.

**ESSENTIAL  
REQUIREMENTS:**

Knowledge of library services for individuals with disabilities and National Library Service federal standards and guidelines for Libraries for the Blind and Physically Handicapped; knowledge of developing, and implementing plans, policies, goals and objectives for technical services in a branch library; knowledge of online systems, databases and other automated equipment used in a library environment including Assistive Technology such as screen readers, screen magnifiers, and audio players; skill in using technology programs for library operations and training; skill in locating and communicating appropriate reference materials; ability to establish and maintain effective working relationships with diverse clientele and staff; ability to work as a team member and to exercise good judgment and tact; ability to communicate clearly and effectively, using correct grammar, spelling, and language conventions, in all written documents and correspondence and in all verbal communications.

**PROCEDURE FOR  
APPLICATION:**

To apply for this position online go to [MSDE Jobs on JobAps](#) (or complete an MSDE Application on [marylandpublicschools.org](http://marylandpublicschools.org)). On-line applications (and resumes) are the preferred method for receiving your application/attachments. Using this method will allow applicants to access their documents for future recruitments for which they apply and verify that the appropriate documents (resume-credentials) have been attached to the recruitment that requires them. Applicants must include their resume and provide sufficient information on the application to document that they satisfy the minimum qualifications for this recruitment. Please do not put "See Resume" in the job duties section of your application; your application will not be considered.

If you utilize fax or regular mail as the option to submit required attachments, you will need to resubmit these documents each time you apply for a new position that requires the attachments. Additionally, you must include the following information on each page of the attachment you submit in order to ensure that we append the attachments to the correct recruitment: First and Last Name, Recruitment Number, and the last 4 digits of your SS# and indicate application for - **Staff Specialist III – LBPH Librarians: (3 positions) Youth Services (#224839), Collection Development (#039743)& Outreach Services (#224840) - Jobaps# 16-005298-0008** Mailing Address: Maryland State Department of Education, Office of Human Resources, 200 West Baltimore Street, Baltimore, Maryland 21201. Fax: 410-333-8950 – This fax number is for Department of Education recruitment actions only.

If you have difficulty with your user account or have general questions about this online application system, please contact the MD Department of Budget and Management, Recruitment and Examination Division at 410-767-4850. For inquiries or an MSDE Application, contact 410-767-0019 or TTY/TDD 410-333-3045 or visit our website at <http://www.marylandpublicschools.org/>.

*Appropriate accommodations for individuals with disabilities are available upon request*

**CONDITIONS OF  
EMPLOYMENT:**

Proof of eligibility to work in compliance with the Immigration Reform and Control Act and occasional travel throughout the state are required. The selected applicant must consent to a criminal background investigation as a required security procedure. Any misrepresentation of academic or experience requirements for this position may result in non-selection or termination of employment.

**CLOSING DATE:**

**Resumes and Applications should be received by November 14, 2016 – Open Until Filled**